



## Navigator Schools

### Governance Committee Meeting

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#### Date and Time

Thursday May 15, 2025 at 4:00 PM PDT

#### Location

<https://navigatorschools.zoom.us/j/99338071780?pwd=bcwfxKuiHsiVZ9QSJD2xRwJtwiA32r.1>

Meeting ID: 993 3807 1780

Passcode: 717282

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This meeting will be held in compliance with the Brown Act.

Individuals in need of a disability-related accommodation, modification, or auxiliary aid/service, should direct requests [via e-mail](#) to Ami Ortiz, Director of Compliance & Operations.

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#### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>4:00 PM</b>
Opening Items			
<b>A. Call the Meeting to Order</b>		Nora Crivello	1 m
Nora Crivello, Committee Chair, will call the meeting to order.			

	Purpose	Presenter	Time
<b>B.</b> Record Attendance and Guests	Vote	Nora Crivello	1 m
The Committee Chair will identify guests, take attendance via roll-call, and establish a quorum.			
<b>C.</b> Opening Comments from Committee Chair		Nora Crivello	5 m
Nora Crivello, Committee Chair, will provide opening comments.			
<b>D.</b> Opening Comments from CEO & Superintendent		Caprice Young	3 m
Dr. Caprice Young, CEO & Superintendent, will provide opening comments.			
<b>E.</b> Public Comment		Nora Crivello	3 m
The Committee Chair will listen to public comments.			

## **II. Governance 4:13 PM**

<b>A.</b> Re-Election of Board Members	Vote	Tom Peraic	5 m
The Governance Committee will consider the re-election of Board Members for 2025-26.			
<b>B.</b> Board Member Agreement 2025-26	Discuss	Tom Peraic	5 m
Presentation of Annual Board Member Agreement.			
<b>C.</b> Consideration of New Board Members	Discuss	Caprice Young	10 m
The Governance Committee will be presented with potential new board members for consideration.			
<b>D.</b> Election of Officers for 2025-26	Vote	Tom Peraic	10 m
The Governance Committee will consider the Election of Officers for 2025-26.			
<b>E.</b> Appointment of Committee Members 2025-26	Vote	Tom Peraic	10 m
The Governance Committee will consider the appointment of Committee Members for 2025-26.			
<b>F.</b> Consideration of NSSC Board Members	Discuss	Caprice Young	10 m
The Governance Committee will be presented with potential NSSC Board Members for consideration.			
<b>G.</b> Board Meeting Schedule 2025-26	Vote	Tom Peraic	10 m

	Purpose	Presenter	Time
The Governance Committee will review, approve and recommend to the Board the schedule for 2025-26.			
<b>H.</b>	Ratification of Watsonville Prep School Lease Extension	Vote	Tom Peraic
			5 m
The Governance Committee will consider the ratification of the Watsonville Prep School (WPS) Lease Extension.			
<b>I.</b>	Budgeted Contracts and Licenses Anticipated in the Approved Budget for 2025-26	Discuss	Caprice Young
			10 m
The Governance Committee will engage in a discussion of the Budgeted Operational Contracts needed over the summer.			
<b>III.</b>	<b>Closing Items</b>		<b>5:28 PM</b>
<b>A.</b>	Adjourn Meeting	Vote	Nora Crivello
			2 m
The Committee will hold a roll call vote on the adjournment of the meeting.			
Proposed Motion: Adjourn			

# Coversheet

## Board Member Agreement 2025-26

<b>Section:</b>	II. Governance
<b>Item:</b>	B. Board Member Agreement 2025-26
<b>Purpose:</b>	Discuss
<b>Submitted by:</b>	
<b>Related Material:</b>	Board Member Agreement and Survey 2025-26.pdf



## **BOARD MEMBER AGREEMENT FORM (2025-26)**

### **Board Member Commitments**

The objectives of the Navigator Schools Board of Directors are to promote the success of the charter schools it governs and to ensure adherence to the mission and educational philosophy of Navigator Schools. To accomplish these objectives, board members must be willing to attend meetings, follow through on commitments, and participate fully in the decision-making process. Board members are asked to commit to this policy as part of their initial orientation. They will annually review and renew their individual commitments in the following areas.

#### **Commitment to Mission**

Navigator board members promote our shared mission, generating good will for the organization and encouraging support for the efforts of the staff and volunteers:

“Navigator Schools equips students to be learners and leaders in high school, college, and beyond. We develop top-tier teams of educators who continuously improve and innovate schools that deliver phenomenal outcomes for all students, regardless of their circumstances.”

#### **Commitment to Governance**

Board members keep all board deliberations confidential and accept and support final decisions. They encourage and respect the participation and contributions of fellow board members. Once a decision has been made through a collectively defined process, the board speaks with one voice.

Board members agree to act on behalf of the organization and its interests, putting aside personal concerns, affiliations, or constituencies. They guard against conflicts of interest and excuse themselves from discussions and votes where a conflict exists.

#### **Commitment to Board Development**

Board members agree to help recruit, mentor, and assist with the orientation of new board members.

#### **Commitment to Financial Management**

The board, in order to remain accountable to donors, the public, and to safeguard Navigator’s tax-exempt status, assists in ensuring that proper financial controls are in place. Members will

1. Review revenues and expenses on a quarterly basis
2. Participate in the strategic planning and the setting of long-term goals
3. Advise and approve Navigator’s annual budget (and scheduled budget revisions)
4. Review the results of the external audits and recommend actions if needed

#### **Commitment to Oversight**

The board ensures that the Chief Executive Officer & Superintendent has the moral and

professional support needed to further Navigator's goals. Annually in October, the board will review the Chief Executive Officer & Superintendent's performance and compensation.

### **Commitment to Improving, Promoting, and Defending California Public Charter Schools**

California charter schools are public, free, accountable, and open to all. They provide families with a voice and a choice to select innovative educational models that best serve the needs of children, young adults, and the community. Board members support and defend high-quality public charter schools in California.

### **Commitment to Active Participation**

Board members agree to

1. Participate in six regular board meetings per year
2. Attend a majority of special and emergency board meetings
3. Attend annual trainings and other professional development approved by the board
4. Serve on at least one board committee
5. Visit each of Navigator's school sites at least once per year
6. Communicate with the Chief Executive Officer & Superintendent on a regular basis via email or phone
7. Check the email account provided by Navigator Schools on a weekly basis and respond to Google Calendar invitations to support effective communication and scheduling
8. RSVP to all meetings via Board On Track to ensure prompt public notice of quorums
9. Review all board meeting agendas and materials prior to board meetings
10. Complete an annual board self-evaluation, Chief Executive Officer & Superintendent evaluation, and ad hoc surveys
11. Complete background checks and fingerprinting as required by the Memorandum of Understanding with the Alameda County of Office of Education.
12. Submit an annual Statement of Economic Interest ([Form 700](#)) upon request

### **Commitment to Ethical Conduct and Discourse**

Board members will act in accordance with board bylaws and all state and federal legislation for ethics, fairness, transparency, and open meetings, including the Brown Act.

### **Term of Service**

Board members shall serve two-year terms. Board membership may be renewed for up to three consecutive terms. Board members who do not fulfill obligations listed in the Board Agreement Form may be asked to resign before the completion of their term.

### **Board Member Agreement**

I agree to fulfill the above commitments and expectations and to comply with the governance policies as a member of the Board of Directors of Navigator Schools.

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Signature of Board Member

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Printed Name

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Date



## BOARD MEMBER DEMOGRAPHIC SURVEY

1. Please mark the one box that describes the race/ethnicity with which you primarily identify.

- ☐ Hispanic or Latino: a person of Cuban, Mexican, Chicano, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- ☐ White: a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- ☐ Black or African American: a person having origins in any of the black racial groups of Africa.
- ☐ Asian: a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- ☐ Native Hawaiian or Other Pacific Islander: a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- ☐ American Indian or Alaska Native: a person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- ☐ Two or more races: a person who primarily identifies with two or more of the above race/ethnicity categories.
- ☐ Unknown
- ☐ Prefer not to answer

2. Gender: How do you identify?

- ☐ Man
- ☐ Non-binary
- ☐ Woman
- ☐ Prefer to self-identify: \_\_\_\_\_
- ☐ Prefer not to answer

Questions? Please contact [Annie Stevens](#), Human Resources Coordinator, at (831) 217-4897.

# Coversheet

## Appointment of Committee Members 2025-26

<b>Section:</b>	II. Governance
<b>Item:</b>	E. Appointment of Committee Members 2025-26
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	2024-25 Committee Assignments (05.09.2025).pdf



<b>2024-25 Committee Membership</b>				
<b>Committee</b>	<b>Members</b>	<b>Chairperson</b>	<b>Staff Lead</b>	<b>Other Attendees</b>
Academic	Claire Grissom Chuck Daggs	Claire Grissom	Crystal O'Rourke	Caprice Young Shun Dorsey Tom Peraic Andrea Hernandez Tina Hill
Finance	Ian Connell Jan Mazyck	Ian Connell	Noël Russell Unterburger	Caprice Young Ami Ortiz Shun Dorsey Tom Peraic Prabhu Reddy
Governance	Nora Crivello Ian Connell Shara Hedge	Nora Crivello	Caprice Young	Tom Peraic
Development	Chuck Daggs Niña Rosete	Chuck Daggs	Shun Dorsey	Caprice Young Kirsten Carr Tom Peraic

Audit	Jan Mazyck Niña Rosete	Jan Mazyck	Noël Russell Unterburger	Caprice Young Shun Dorsey Tom Peraic
NSSC	Kevin Sved Alfred Morikang Patrick Walsh Heather Parsons Board Ex-Officio: Nora Crivello	Kevin Sved	Caprice Young	Noël Russell Unterburger Shun Dorsey Tom Peraic

# Coversheet

## Board Meeting Schedule 2025-26

<b>Section:</b>	II. Governance
<b>Item:</b>	G. Board Meeting Schedule 2025-26
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	DRAFT Board and Committee Schedule 2025-2026.pdf

Draft: 05/12/2025

FINALIZED on:

# 2025-25 N6 Board and Committee Meeting Schedule

Committee dates are draft status. Board meeting dates are approved. ✓ = Confirmed

**\*\*Shara is going on sabbatical from July 1 through December 31. She will not attend committee meetings but will be attending board meetings during this timeframe.**

## Annual Board & Committee Agenda Planning Calendar

<u>Month</u>					
<b>August</b>	<b><u>BOARD</u></b> <b>Mon, August 25</b> 6:00 PM - 8:30 PM (2.5 hours)				
<b>September</b>	<b><u>Finance</u></b> <b>Thur, Sept 11</b> 6:00 PM - 8:30 PM (2.5 hours)	<b><u>Academic Success</u></b> <b>Mon, Sept 15</b> 4:00 PM - 5:00 PM (1 hour)	<b><u>Development</u></b> <b>Thur, Sept 18</b> 4:00 PM - 5:30 PM (1.5 hours)		
<b>October</b>	<b><u>Governance</u></b> <b>Thur, Oct 9</b> 3:30 PM - 5:00 PM (1.5 hours) *NO SHARA	<b><u>BOARD</u></b> <b>Mon, Oct 13</b> 6:00 PM - 8:30 PM (2.5 hours)			
<b>November</b>	<b><u>Development</u></b> <b>Thur, Nov 6</b> 4:00 PM - 5:30 PM (1.5 hours) *Niña cannot attend	<b><u>Academic Success</u></b> <b>Mon, Nov 10</b> 4:00 PM - 5:00 PM (1 hour)	<b><u>Finance</u></b> <b>Thur, Nov 13</b> 6:00 PM - 8:30 PM (2.5 hours)	<b><u>Governance</u></b> <b>Thur, Nov 20</b> 3:30 PM - 5:00 PM (1.5 hours) *NO SHARA	
<b>December</b>	<b><u>Audit</u></b> <b>Thur, Dec 4</b> 4:30 PM - 5:30 PM (1 hour)	<b><u>BOARD</u></b> <b>Mon, Dec 8</b> 6:00 PM - 8:30 PM (2.5 hours)			

<b>January</b>	<b><u>Governance</u></b> Thur, Jan 8 3:30 PM - 5:00 PM (1.5 hours)	<b><u>Academic Success</u></b> Mon, Jan 12 4:00 PM - 5:00 PM (1 hour)	<b><u>Finance</u></b> Thur, Jan 15 6:00 PM - 8:30 PM (2.5 hours)	<b><u>BOARD Retreat</u></b> SAT, Jan 24 9:00 AM - 3:00 PM (6 hours) WPS Campus	
<b>February</b>	<b><u>Academic Success</u></b> Mon, Feb 9 4:00 PM - 5:00 PM (1 hour)	<b><u>Governance</u></b> Thur, Feb 12 3:30 PM - 5:00 PM (1.5 hours)	<b><u>Audit</u></b> Thur, Feb 19 4:30 PM - 5:30 PM (1 hour)	<b><u>Finance</u></b> Thur, Feb 19 6:00 PM - 8:30 PM (2.5 hours)	<b><u>Development</u></b> Thur, Feb 26 4:00 PM - 5:30 PM (1.5 hours)
<b>March</b>	<b><u>BOARD</u></b> Mon, March 2 6:00 PM - 8:30 PM (2.5 hours)				
<b>April</b>	<b><u>Academic Success</u></b> Mon, April 20 4:00 PM - 5:00 PM (1 hour)	<b><u>Development</u></b> Thur, April 16 4:00 PM - 5:30 PM (1.5 hours)	<b><u>Governance</u></b> Thur, April 23 3:30 PM - 5:00 PM (1.5 hours)	<b><u>Finance</u></b> Thur, April 30 6:00 PM - 8:30 PM (2.5 hours)	
<b>May</b>	<b><u>BOARD</u></b> Mon, May 4 OR 11 6:00 PM - 8:30 PM (2.5 hours)	<b><u>Governance</u></b> Thur, May 21 3:30 PM - 5:00 PM (1.5 hours)	<b><u>Finance</u></b> Thur, May 28 6:00 PM - 8:30 PM (2.5 hours)		
<b>June</b>	<b><u>Audit</u></b> Thur, June 4 4:30 PM - 5:30 PM (1 hour)	<b><u>BOARD</u></b> Mon, June 8 6:00 PM - 8:30 PM (2.5 hours)			
<b>July</b>					

# Coversheet

## Ratification of Watsonville Prep School Lease Extension

**Section:** II. Governance  
**Item:** H. Ratification of Watsonville Prep School Lease Extension  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:**  
SIGNED\_THIRD AMENDMENT TO 18 WEST BEACH MASTER LEASE (04.28.25).pdf

## THIRD AMENDMENT TO MASTER LEASE

**THIS THIRD AMENDMENT TO MASTER LEASE** (this “**Third Amendment**”), dated as of April 28, 2025 (“**Effective Date**”), is entered into by and between the **HANSEN FAMILY TRUST** (“**Landlord**”), and **NAVIGATOR SCHOOLS**, a California non-profit public benefit corporation (“**Tenant**”).

### RECITALS

**A.** Landlord and Tenant are parties to that certain Master Lease dated on or about August 1, 2024 (“**Lease**”) for the lease of certain premises commonly known as 18 West Beach Street, Watsonville, California, and as more particularly described in the Lease.

**B.** Landlord and Tenant are parties to that certain First Amendment to Master Lease dated on or about December 23, 2024 (“**First Amendment**”) which modified certain provisions of the Lease, and as more particularly described in the First Amendment.

**C.** Landlord and Tenant are parties to that certain Second Amendment to Master Lease dated on or about March 18, 2025 (“**Second Amendment**”) which modified certain provisions of the Lease, and as more particularly described in the First Amendment.

**D.** The parties hereto desire to modify the Lease in certain respects to expand and clarify Tenant’s removals of contingencies, as provided for in this Second Amendment.

**NOW, THEREFORE**, in consideration of the covenants contained herein and for other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, the parties hereto agree as follows:

### AGREEMENT

**1. Amendments to Lease**

- (a) In Section 15.1 of the Lease on page 18 and as modified in the First Amendment and in the Second Amendment, the words “April 30, 2025” are hereby removed and replaced with the words “June 30, 2025”; and,
- (b) In Paragraph 9 of the *Basic Lease Information* on page (i) and as modified in the First Amendment and in the Second Amendment, the three (3) appearances of the words “April 30, 2025” are hereby removed and replaced with the words “June 30, 2025”.

**2. Full Force and Effect.** Except as amended hereby, the Lease remains unmodified and in full force and effect. From and after the date hereof, all references in the Lease to the Lease shall be to the Lease as amended hereby.

**3. Counterparts.** This Third Amendment may be executed in one or more counterparts, each of which shall constitute an original and all of which shall be one and the same agreement.

4. Signatures. The parties agree that electronic signatures, including those delivered by PDF or signed through the electronic signature system known as "DocuSign", shall have the same effect as originals. All parties to this Third Amendment waive any and all rights to object to the enforceability of this Third Amendment based on the form or delivery of signature. Landlord and Tenant agree to accept a digital image of this Third Amendment, as executed in counterparts, as a true and correct original.


*[Signatures on Following Page]*



**IN WITNESS WHEREOF**, the undersigned have executed this Third Amendment as of the date and year first hereinabove provided.

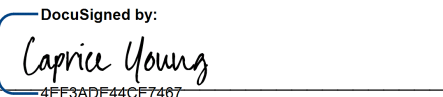
Date: April 30, 2025

HANSEN FAMILY TRUST  
“LANDLORD”

Signed by:  
  
3F30AF88F836484...  
By: William Hansen  
Its: Co-Trustee

Date: April 30, 2025

NAVIGATOR SCHOOLS  
“TENANT”

DocuSigned by:  
  
4EF3ADE44CE7467...  
By: Caprice Young, Ed.D.  
Its: CEO & Superintendent